

**Louisiana Office of Telecommunications Management  
Frame Relay Order Form (OTM-23)**

Page 1 of 3

OTM Order Number \_\_\_\_\_  
(To be assigned by OTM)

Agency Cost Center Number \_\_\_\_\_ Due Date Requested \_\_\_\_\_  
Department \_\_\_\_\_ Prepared by \_\_\_\_\_  
Office \_\_\_\_\_ Date Prepared \_\_\_\_\_  
Primary Technical Contact \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_  
Alternate Technical Contact \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_

**TC Approval** \_\_\_\_\_

BellSouth Master Billing No. \_\_\_\_\_ 225 M14-0411 Agency Frame Account  
(to be assigned by OTM) \_\_\_\_\_ 225 M14-6188 LaNet Frame Account

**BellSouth Service Requested**

**Action Required**  
(check appropriate boxes)

If this service will be used for LaNet Access, you must also fill out the appropriate LaNet Order Forms. Please contact the OTM Network Services Section at 225-219-4860 or visit our web site at [www.doa.louisiana.gov/otm](http://www.doa.louisiana.gov/otm)

☐ **New Install**  
☐ **Change Existing**    Circuit ID \_\_\_\_\_ Earning No. \_\_\_\_\_ DLCI \_\_\_\_\_  
☐ **In Move/Move**    Circuit ID \_\_\_\_\_ Earning No. \_\_\_\_\_ DLCI \_\_\_\_\_  
☐ **Disconnect**    Circuit ID \_\_\_\_\_ Earning No. \_\_\_\_\_ DLCI \_\_\_\_\_

**Service Required** (check appropriate boxes)

**Access Line**

☐ 56/64 Kbps    ☐ T-1    ☐ 3 Mbps    ☐ 6 Mbps    ☐ 45 Mbps

☐ Premise to Network (CAT1) **OR** ☐ CO DACS to Network (CAT2)

\_\_\_\_\_ NPA    \_\_\_\_\_ NNX

**Port Speed**

Full Port Speed \_\_\_\_\_ K/Mbps    CIR \_\_\_\_\_ K/Mbps

Sub-rate Port Speed \_\_\_\_\_ K/Mbps    CIR \_\_\_\_\_ K/Mbps

For assistance in completing this form, call the OTM Advanced Services Group at 225-342-7751 or 225-342-7761.

Rev. 09/2004

**Louisiana Office of Telecommunications Management**  
**Frame Relay Order Form (OTM-23)**

Page 2 of 3

OTM Order Number \_\_\_\_\_  
(To be assigned by OTM)

**Service Required Continued** (check appropriate boxes)

**PVC**

- ☐ Standard PVC \_\_\_\_\_ quantity
- ☐ Priority Data PVC \_\_\_\_\_ quantity
- ☐ Intelligent PVC (Works with Standard or Priority PVC and is used to reroute service to backup sites.)  
(Requires 1 additional PVC/CIR for existing service. Requires 3 PVC/CIR for new service.)

**Change to Existing Service**

Port Speed \_\_\_\_\_ Current \_\_\_\_\_ New \_\_\_\_\_

PVC \_\_\_\_\_ Current \_\_\_\_\_ New \_\_\_\_\_

CIR \_\_\_\_\_ Current \_\_\_\_\_ New \_\_\_\_\_

**Reports**

Standard ☐ Agency \_\_\_\_\_ OTM \_\_\_\_\_

Enhanced ☐ Agency ☒ OTM \_\_\_\_\_

Customer ID \_\_\_\_\_

**OTM Network PVC Speed** (Complete this section only if you are ordering Interlata Service.)

- **Burst Limited** to OTM Network PVC Speed and Graceful discard is **OFF**
- OTM Network PVC Speed / Burst capability = (**Be** + **Bc**)

☐ **New Service**

OTM Network PVC Speed \_\_\_\_\_ K/Mbps **Be**= \_\_\_\_\_ K/Mbps **Bc**= \_\_\_\_\_ (BellSouth CIR K/Mbps)

☐ **Change Existing Service**

Circuit ID \_\_\_\_\_

Change the following \_\_\_\_\_ Change from \_\_\_\_\_ Change to \_\_\_\_\_

OTM Network PVC Speed \_\_\_\_\_

**Be** \_\_\_\_\_

**Bc** \_\_\_\_\_

**Louisiana Office of Telecommunications Management  
Frame Relay Order Form (OTM-23)**

Page 3 of 3

OTM Order Number \_\_\_\_\_  
(To be assigned by OTM)

**Customer Site Information**

Office \_\_\_\_\_

Building \_\_\_\_\_

Floor \_\_\_\_\_ Room \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_

Zip Code \_\_\_\_\_

Contact \_\_\_\_\_ Telephone Number \_\_\_\_\_

Local telephone number at the location \_\_\_\_\_  
(If not the same as the contact telephone number)

Access Hours \_\_\_\_\_

Jack Interface \_\_\_\_\_

Additional wiring required to extend demarc ☐ Yes ☐ No

Name of Vendor to extend demarc \_\_\_\_\_

Driving Instructions if located on a highway or rural route (give as much detail as possible)

Remarks

**Note to wiring vendor: Total charges for this order should not exceed \$2,500.**

**Note to BellSouth: Wiring charges should be billed to 225 M19-4475 and should not exceed \$2,500.**

**Save the form in Microsoft Word. Email a copy of the SAVED form to  
deloris.leavell@la.gov and lois.williams@la.gov  
Or, you can fax the form to OTM at 225-342-7372.**

For assistance in completing this form, call the OTM Advanced Services Group at 225-342-7751 or 225-342-7761.

Rev. 09/2004